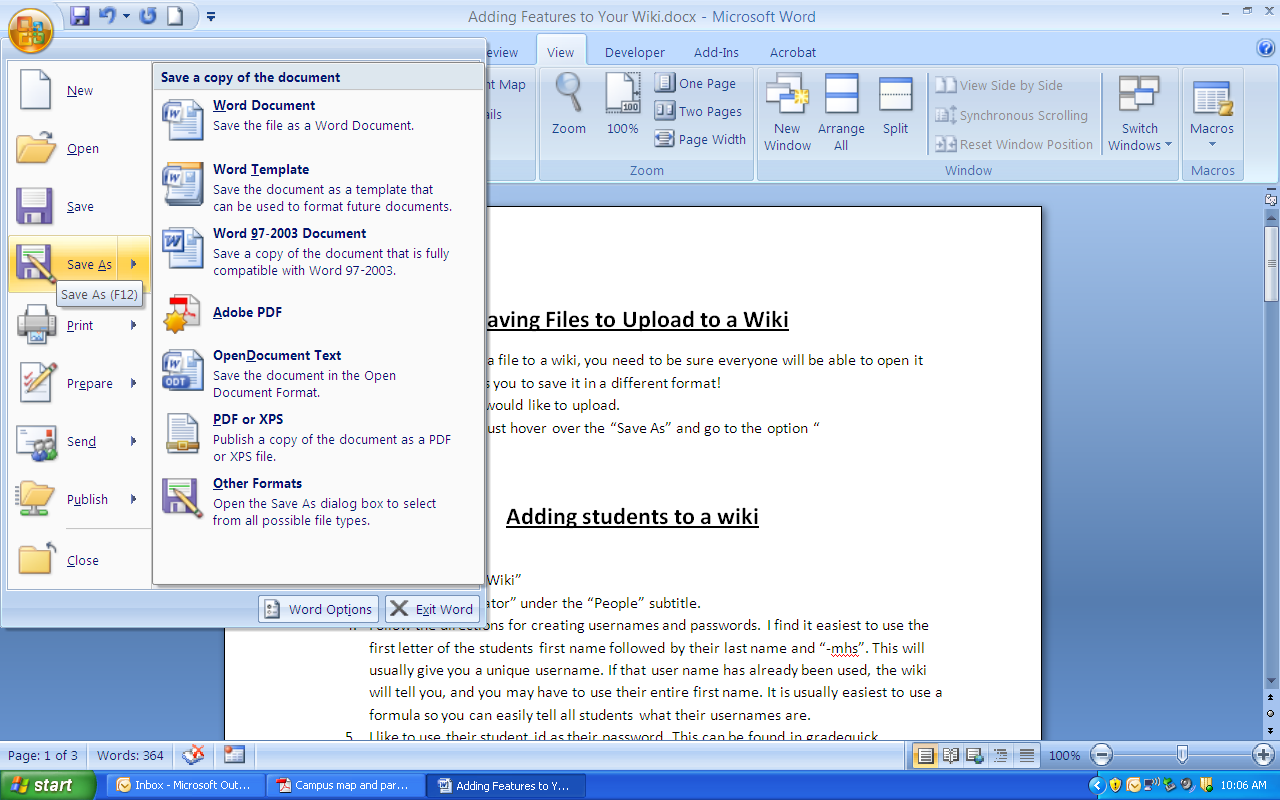
**Saving Files to Upload to a Wiki**

1. When you upload a file to a wiki, you need to be sure everyone will be able to open it later. This requires you to save it in a different format!
2. Open the file you would like to upload.
3. Go to “Save As”. Just hover over the “Save As” and go to the option “Word 97-2003 Document”. See below.



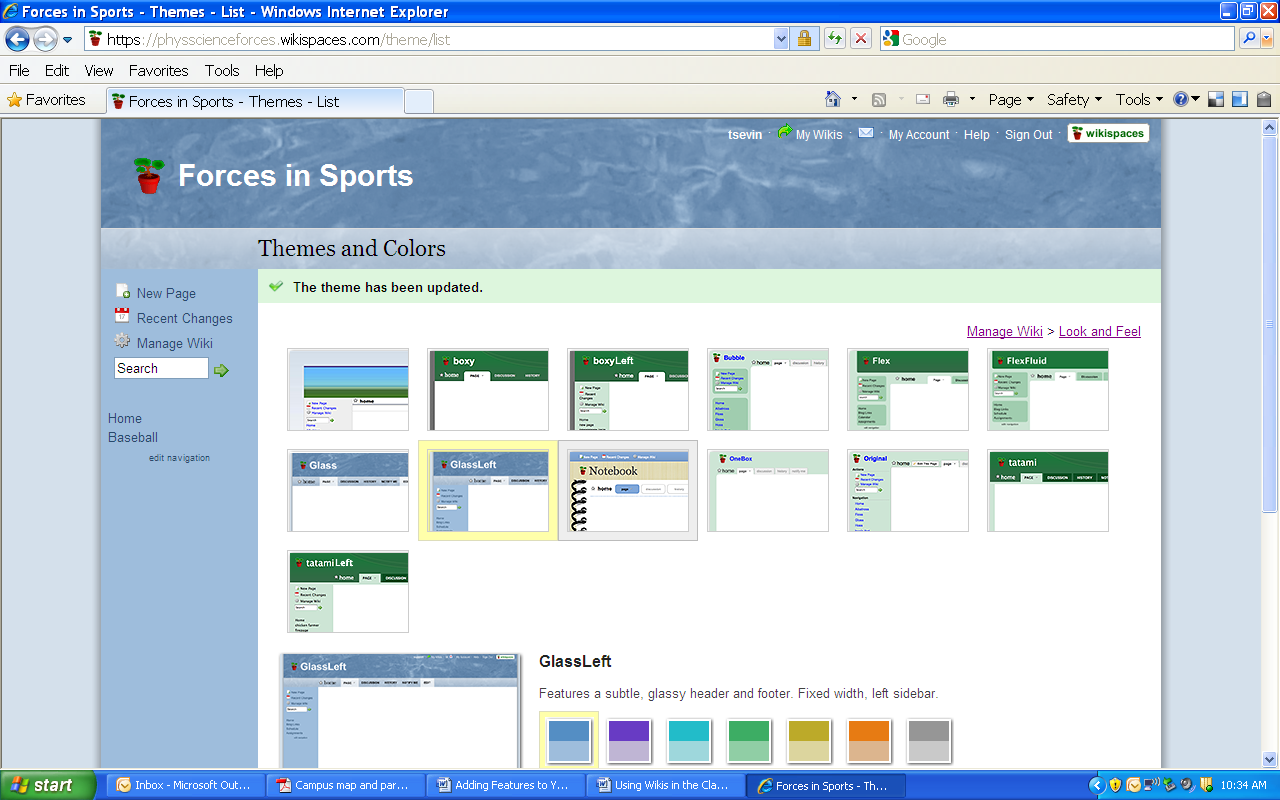
1. You may rename this file, if you would like, and hit save. Documents saved this way will end in “.doc” and files saved the regular way will end in “.docx”.
2. Now you are ready to upload the file.

**Uploading Files/Pictures**

1. Click the “Edit” button on your wiki page.
2. Click the “File” button.
3. Click the “Upload Files” button.
4. Find your file (in your folders), and click “Open” or hit “Enter”.
5. After file is uploaded completely, you will see a thumbnail picture of it in the list. You may now double click on it to add it to your wiki.
6. The picture will be placed wherever your cursor was. You may be able to click and drag it to a different location. If it is in the wrong location, it is sometimes easier to just delete it from where it is (click on it and hit the delete key), place your cursor where you would like the file to be, and repeat steps 2 and 5.
7. You can now grab the corners (little boxes) and click and drag to the size you would like (if the picture is too big).

**Adding Pages to your Wiki**

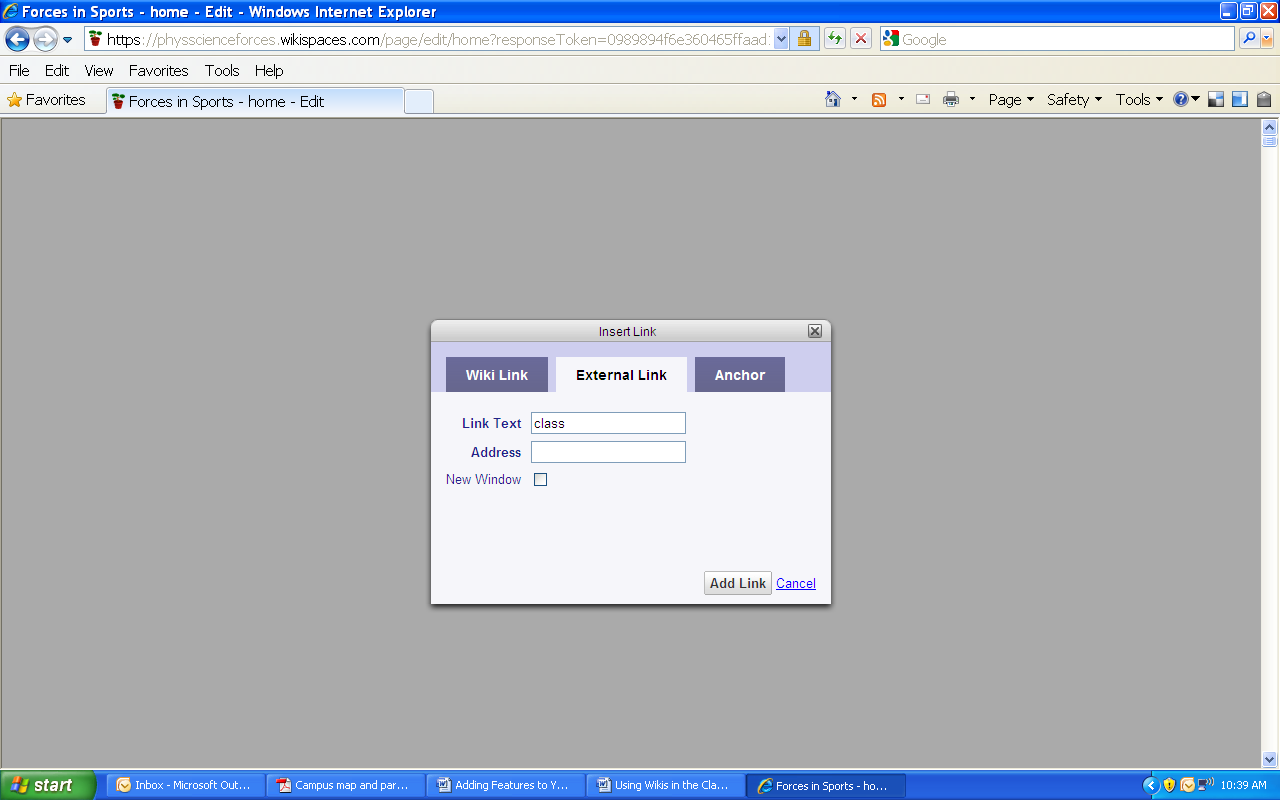
1. Click on the “New Page” link. This is usually near the top, left corner (depending on what style of page you have chosen).



1. Title the page, click “Create”. It will create the page, and include it on your table of contents for you.

**Adding Links to your Wiki**

1. You may find times when you would like to create a link to a website (a review site, another wiki, etc). Follow these directions to create the link.
2. Either know the web address, or copy it from the address bar.
3. Click “Edit” to edit your page. Type in the name you would like your visitors to see and click on.
4. Highlight the text you typed and would like to be the link.
5. Click on the “Link” button from the edit toolbar above.
6. Click on “External Link” and paste it into the address bar (see below).



1. Click “Add Link”. The words should now be underlined with an arrow behind them, signifying a link.

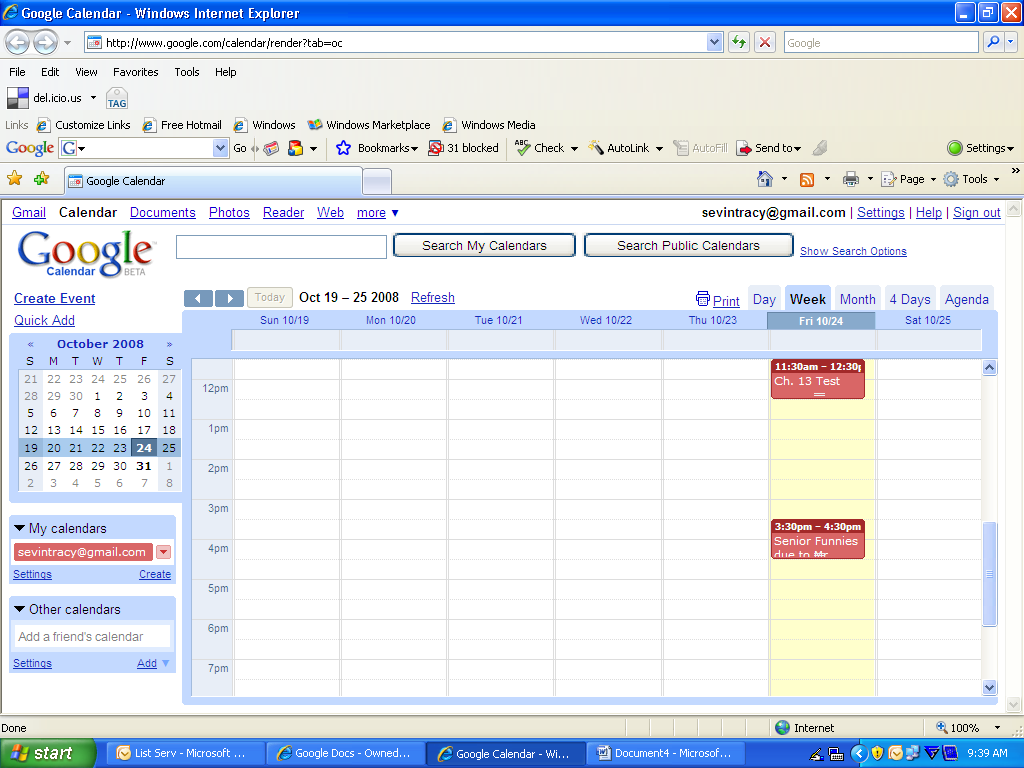
**Adding students to a Wiki**

1. Go to your wiki.
2. Click on “Manage Wiki”
3. Choose “User Creator” under the “People” subtitle.
4. Follow the directions for creating usernames and passwords. I find it easiest to use the first letter of the students first name followed by their last name and “-mhs”. This will usually give you a unique username. If that user name has already been used, the wiki will tell you, and you may have to use their entire first name. It is usually easiest to use a formula so you can easily tell all students what their usernames are.
5. I like to use their student id as their password. This can be found in gradequick.
6. Change any usernames that have already been used.
7. You are ready to go! ☺

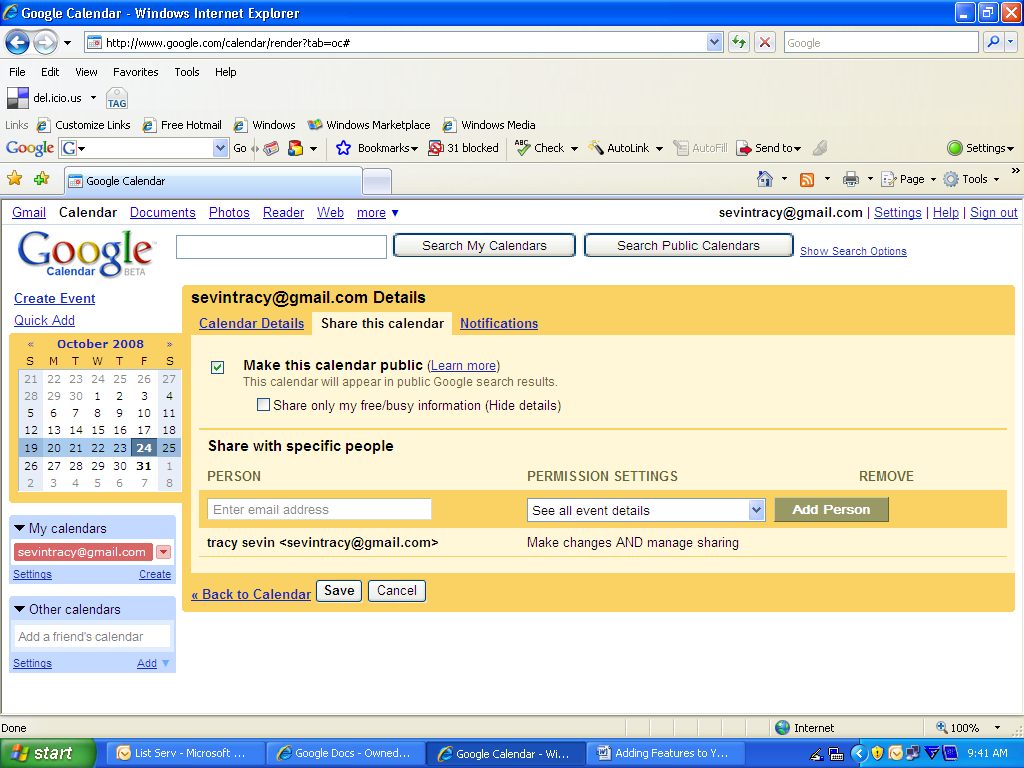
**Adding Features to Your Wiki**

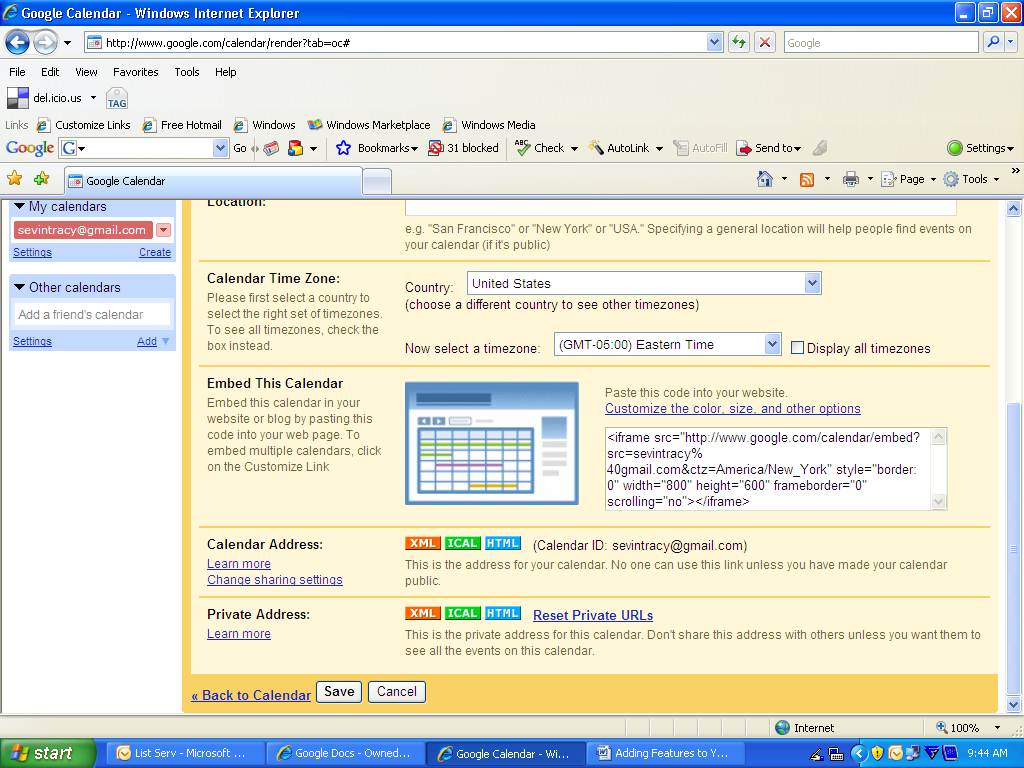
Adding a Google Calendar

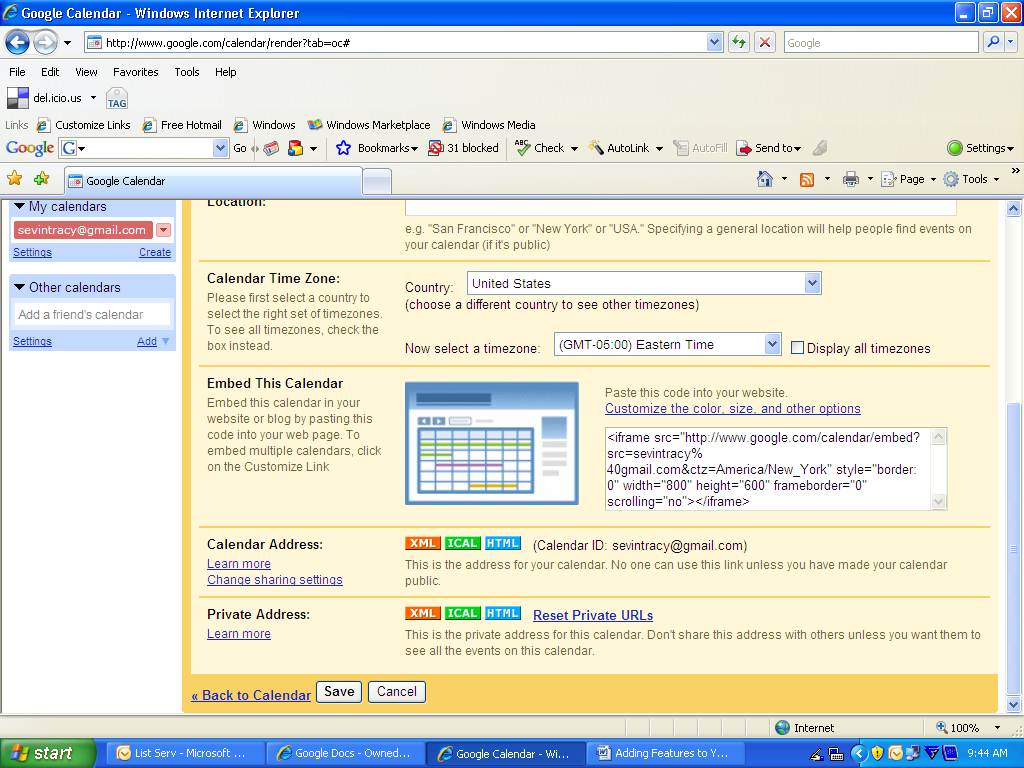
1. Sign up for a Google account. Create a calendar.
2. Go to Settings.



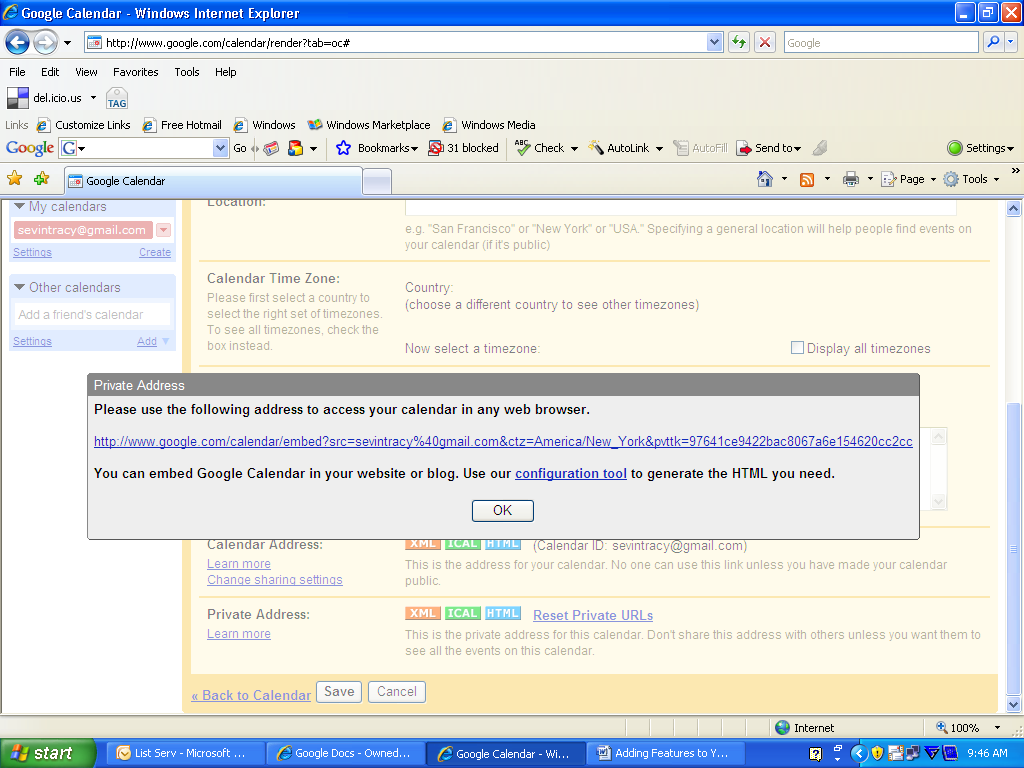
1. Under “Share this Calendar”, check mark the “Make Calendar Public” box. Click “Save”.



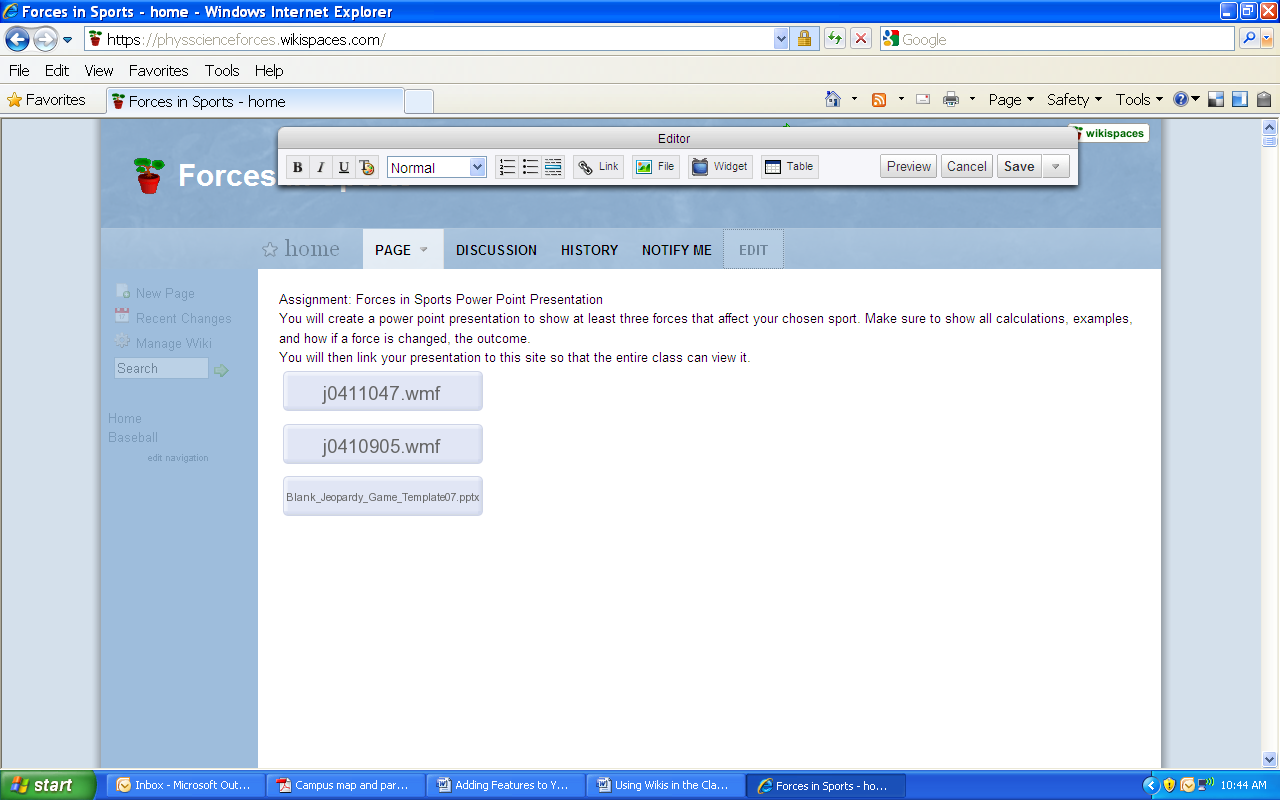
1. Under “Calendar Details”, scroll to the bottom and click on the  under the “Private Address” section.



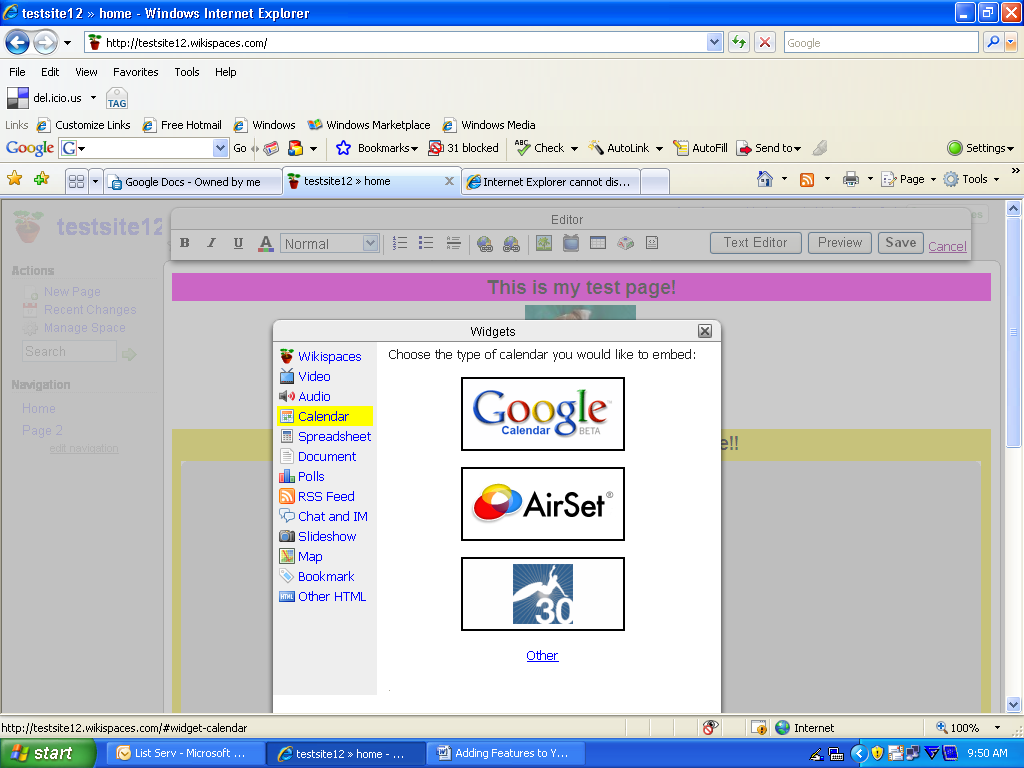
1. Copy the html code given. See sample below (blue text).



1. Go to wikipage and click on the “Edit this page” button.
2. Click on the “Widget” button.



1. Choose Calendar, and then Google Calendar.



1. Paste html code into the box that appears at the bottom of the popup page. Click “Save”.
2. You may enter events into your calendar by going to your Google Calendar. All changes will appear on your wiki (after it has been refreshed).

The same idea can be used to enter a Google Earth/Map, a Survey, a Spreadsheet, a Chat Box, a SlideShow, etc. The possibilities are endless.

Neat widget sites:

<http://clustrmaps.com/>

<http://www.widgetbox.com/>